



3 Primrose Street
Newtown, CT 06470
www.newtown-ct.gov

Board of Assessment Appeals
Minutes of February 19, 2020

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF ASSESSMENT APPEALS

A Board of Assessment Appeals Special Meeting was held Wednesday February 19, 2020 at 6:30 p.m. in Shared Meeting Room #3, Newtown Municipal Center, 3 Primrose Street, Newtown, CT.

Members Present: Alex Villamil, James McFarland, Brynn Cullen

Staff Present: Jackie zVon, Substitute Clerk

Mr. Villamil called the meeting to order at 6:43, after allowing a brief delay to wait for a potential new member.

Approval of Minutes

Mr. McFarland moved to approve the minutes of January 30, 2020. Mr. Villamil seconded.

In discussion, Ms. Cullen noted a correction in the spelling of her name, from “Bryn” to “Brynn”. Mr. Villamil also noted a correction to the heading, “Reschedule Hearing Dates for 2019 Assessment Appeals” which should read, “...for 2020 Assessment Appeals”. All were in favor of approving the minutes, as revised.

Public Participation

None

Unfinished Business

None

New Business

The introduction of a potential new member was tabled until he/she is able to attend. Mr. McFarland will officially submit his resignation from the Board this week. Mr. Villamil stressed the importance of having a full board in place by April.

Mr. Villamil asked outgoing Chairman McFarland to elaborate on certain procedures of the Board in making corrections. Mr. McFarland stressed that the Board of Assessment Appeals is a review board. The Assessor’s computer software system utilizes facts on the property field card to calculate assessment values. The Board of Assessment Appeals focuses on any necessary corrections to the property assessment. It seeks to determine if the field card matches the actual property, and if the property is equitably appraised and equitably assessed. Mr. McFarland described the process of an appeal, and explained that the burden of proof for seeking relief is on the appellant, by way of providing photographs, comparable properties, appraisals, etc. at the hearing. The Board evaluates and deliberates; if they

approve, they recommend changes to the field card to the Assessor. Changes made by the Assessor go to the Tax Collector, who assigns monetary value.

Mr. Villamil asked whether a “helpful guide” could be provided to appellants to help them be better prepared for hearings. The Board agreed to follow up on this.

Adjournment

The Board would like to schedule another Special Meeting to be held in Shared Meeting Room #3 at 6:30 p.m. on Tuesday, March 3, 2020, for the purpose of discussion of Standard Operation Procedures with new members.

Mr. Villamil moved to adjourn the meeting. Mr. McFarland seconded. All were in favor, and the meeting was adjourned at 8:00 p.m.

*Respectfully submitted,
Jackie zVon, Substitute Clerk*